

No: POL1201-6

Revision: 19

Issued: 07/01/21
Effective Date: 07/01/21**LANL COVID-19 Risk and Exposure Control Measures for On-Site Work Activities**

1.0	PURPOSE	1
2.0	AUTHORITY AND APPLICABILITY	1
2.1	Authority.....	1
2.2	Applicability	1
3.0	STRATEGY – PHASED APPROACH.....	1
3.1	Critical Factors.....	1
3.2	Determining On-Site Functions and Activities	2
3.3	Requirements for Reporting to Work On-Site and for Performing Screening Checks	3
4.0	SPECIAL COVID-19 SAFETY PROTOCOLS – EXPECTATIONS FOR ON-SITE WORK	3
4.1	Before Coming On-Site	3
4.1.1	Visitors and Guests Coming On-site	3
4.1.2	Answers on the Self-Assessment.....	4
4.2	While Working or On-site.....	4
4.2.1	Fully Vaccinated Individuals	5
4.2.2	Unvaccinated Individuals.....	5
4.2.3	Space Occupancy Limits	6
4.3	COVID-19 Testing	7
4.4	Travel Requirements	8
4.4.1	General Requirements for Any Out-of-State Travel	8
4.4.2	Work-Related Travel.....	8
4.4.3	Personal Travel	9
4.4.4	Employees and Subcontractors Experiencing COVID-19 Symptoms While on Travel.....	10
5.0	RESPONSE TO CONFIRMED COVID-19 CASE	10
6.0	CLEANING SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT (PPE).....	10
6.1	Cleaning and Disinfecting Supplies	11
6.2	Personal Protective Equipment	11
7.0	OTHER ACTIVITIES – SIGNS, MARKINGS, EATING ON-SITE, AND RLM GUIDANCE MATERIALS	11
8.0	EXCEPTIONS OR DEVIATIONS TO CONTROLS OR REQUIREMENTS	11
9.0	WORK PLANNING AND CONTROL FOR PERFORMING ON-SITE WORK ACTIVITIES.....	12
9.1	Pre-Activity Preparation.....	12
9.2	On-Site Work Activities (First time for a given activity).....	14
9.3	Continuing On-Site Work Activities.....	14
10.0	SUSPENDING OR TERMINATING THIS DOCUMENT	15
11.0	RESPONSIBILITIES	15
11.1	Laboratory Director	15
11.2	Laboratory Directors Office (LDO).....	15

11.3 Associate Laboratory Directors (ALDs)	16
11.4 Medical Director	16
11.5 Biological Safety Officer	16
11.6 Emergency Management Division	16
11.7 Responsible Line Managers	16
11.8 Facility Operations Directors	17
11.9 LANL Workers, Subcontractors, Guests, and Visitors	17
12.0 IMPLEMENTATION	17
13.0 HISTORY	17
14.0 ATTACHMENTS	21
15.0 CONTACT	21
Attachment A. Return-to-Worksite Screening Daily Self-Assessment (07/01/21)	22

LANL COVID-19 Risk and Exposure Control Measures for On-Site Work Activities

1.0 PURPOSE

Los Alamos National Laboratory (LANL or the Laboratory) has implemented risk evaluation and control measures designed to ensure safe performance of all on-site work activities during the COVID-19 pandemic. This document provides the framework to enable managers and staff to jointly evaluate risks and hazards to conduct on-site work activities in accordance with COVID-19 Safety Protocols and consistent with LANL policies and procedures. The Laboratory's goal is to minimize both risk to the individual worker, work teams, and others because of COVID-19.

Throughout this document, the use of "shall" or "must" denotes a Laboratory requirement and is mandatory while the use of "should" or "recommended" is guidance.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

- Issuing Authority (IA): Laboratory Director (DIR)
- Responsible Office (RO): Laboratory Director's Office (LDO)

2.2 Applicability

This document applies to all Laboratory workers, including on-site subcontractor employees and lower-tier subcontractor personnel in accordance with their subcontract Exhibit F. It also applies to all guests and visitors who come on-site.

3.0 STRATEGY – PHASED APPROACH

The emergence and spread of COVID-19 has driven the need to apply specific COVID-19 safety protocols for on-site work and for many activities at the Laboratory to be done remotely. This shift has impacted progress on meeting mission and science, technology, and engineering (ST&E) deliverables. As federal, state, and local authorities continue to respond to the COVID-19 threat, Laboratory sponsors have identified the mission essential activities that must, to the maximum extent possible, be maintained to support the Nation's security. Over time, the Laboratory will continue to add tasks in a phased and controlled approach to full on-site operations capability.

3.1 Critical Factors

The Laboratory's phased approach is dependent upon a number of critical factors that include:

- Sufficient testing capacity for unvaccinated workers, and occasional/surge based on the case rates related to variants of interest, concern and high concern;
- Contact tracing and case isolation capability is available and effective;
- Self-monitoring practices are established and implemented for all on-site employees, subcontractors, visitors and guests;
- Institution-wide policies and training implemented and monitored to ensure on-site activities can be performed in accordance with COVID-19 health and control measures;
- An appropriate supply of PPE, face coverings/masks, and cleaning supplies are available;

- Laboratory modeling forecasts and projections do not indicate significant increased risk to employee health;
- Vaccinations are available and being provided.

Based on these, and other, critical factors, the Laboratory Director, in consultation with the Laboratory's Leadership Team, will coordinate with and obtain approval, as necessary, from DOE/NNSA on decisions regarding operational status, how many employees may be collectively working on-site at any given location or time, and how well the Laboratory can effectively function in accordance with COVID-19 Safety Protocols. It will take an extended period for the Laboratory to gradually and carefully progress to full on-site operations capability. Consequently, Laboratory requirements and policy for performing on-site work will be adjusted as the situation continues to evolve.

3.2 Determining On-Site Functions and Activities

Guidance from DOE and NNSA leadership and other Laboratory sponsors serves as the primary basis for determining what activities should be performed on-site (i.e., mission essential functions). The Deputy Laboratory Directors (DLDs) are responsible for accepting the aggregate risk of work performed on-site, and must have knowledge of and accept the risk for on-site activities for their respective principal program sponsors. The DLDs also evaluate, prioritize, and integrate cross-organizational and institutional resource needs.

The Associate Laboratory Directors (ALDs) are responsible for developing a process to be implemented in their respective organizations in alignment with this policy that defines proper: hazard identification, analysis, control, execution; resource identification (i.e., support personnel, personal protective equipment [PPE], facility and infrastructure support), implementation of COVID-19 Safety Protocols, and oversight requirements for activities in their organization. This includes evaluating and mitigating as necessary, potential cross-organizational issues and/or co-located hazards associated with performing work in and across Laboratory facilities and organizations.

- ALDs shall work with their qualified Industrial Hygienist (IH) or LANL's Biological Safety Officer (BSO) regarding the development of work procedures that require specific COVID-19 mitigations where the standard COVID-19 Safety Protocols cannot be effectively followed.
- If a concern with any particular work procedure or area arises, the IH or the BSO shall present this concern to the ALD for review and resolution.
- In addition, if either the IH, the BSO or an ALD determines that approved work cannot be accomplished with appropriate COVID-19 mitigations, the work will be paused and the ALD shall report that determination back to the risk accepting DLD for review and resolution.

The Executive Officers (XOs) develop processes to evaluate cross-organizational and institutional resource needs and work to develop processes and recommendations to meet those needs, as warranted. This is done in conjunction with the Leadership Team and Chief Operating Officers (COOs) to ensure simultaneous excellence in meeting mission, ST&E, and operations deliverables.

As time progresses, and using a risk-based and graded approach, the Laboratory Leadership Team will evaluate how well Laboratory on-site work activities can be performed in accordance with COVID-19 Safety Protocols with the goal of gradually scaling up on-site work activities. However, based on the evolving COVID-19 situation, work activities on-site can be scaled either up or down, as necessary.

3.3 Requirements for Reporting to Work On-Site and for Performing Screening Checks

LANL employees who are fit for duty and assigned by their managers to work on-site are expected to report on-site to perform approved work. Where employees have concerns about returning on-site, managers will work with the employee to determine if there are telework alternatives to performing the work on-site or an alternate work scope. If such alternatives cannot be identified, employees will be required to charge vacation or leave without pay, in accordance with [P761](#), *Work Schedules*.

The Laboratory has developed [Verbal Screening and Temperature Check Protocols](#) (screening checks) for planned on-site work activities where social distancing of six (6) feet cannot be maintained between unvaccinated workers (see Section 4.2, below). These screening checks are critically important to protect the workforce during the pandemic and employees must fully cooperate. Any employee refusing to cooperate with the screening checks will be sent home, required to take leave without pay, and be referred to Laboratory Employee Relations (non-craft) or Labor Relations (craft).

4.0 SPECIAL COVID-19 SAFETY PROTOCOLS – EXPECTATIONS FOR ON-SITE WORK

In accordance with federal and state health and safety authorities, the Laboratory has implemented COVID-19 prevention/control, containment, and response actions, measures, and protocols (COVID-19 Safety Protocols) to reduce the risk of COVID-19 spread during on-site work activities. In concert with the evidence-based recommendations from federal and state authorities, the Laboratory follows the concept of ensuring risk is “As Low As Reasonably Achievable” (ALARA) by implementing COVID-19 Safety Protocols, which are summarized below.

As a pre-requisite to performing work or coming on-site, all employees, including on-site subcontractors, guests, and visitors, must complete required training, “Working Safely at LANL during the COVID-19 Pandemic”, [Course #49476](#). Completion of the course will be tracked via UTrain and ExTrain as appropriate.

4.1 Before Coming On-Site

As the Laboratory continues to develop plans for releasing work to be performed on-site, line management will be asking a gradually increasing number of workers to transition from teleworking to working on-site. In preparation for on-site work, line management and employees will be evaluating work activities per [P300](#), *Integrated Work Management*, [P300-1](#), *Integrated Work Management for R&D*, and the COVID-19 Safety Protocols in this document to develop necessary controls. New on-site work may not proceed before activities have been reviewed and released by line management, with input from employees, in accordance with this policy (see section 9).

When employees are requested to work on-site, before coming on-site each day, all workers (vaccinated and unvaccinated) must perform a [Daily Self-Assessment](#) to determine their susceptibility/exposure to COVID-19. The Laboratory’s goal is to minimize both risk to the individual worker and risk to others. Therefore, all individuals are urged to be honest in completing the self-assessment. Employees, subcontractors, and visitors must complete the [Daily Self-Assessment](#) and must not come to work if feeling sick, regardless of their personal assessment of the likelihood that they may have COVID-19.

4.1.1 Visitors and Guests Coming On-site

All visitors and guests that are authorized to come on-site are required to follow the requirements of this policy. Before visitors or guests come on-site, sponsoring LANL employees will brief the visitors and guests on the COVID-19 Safety Protocols to ensure the safety of the visitor, guest

and LANL staff. The sponsor will also provide the visitor or guest with externally accessible links to enable pre-on-site review of COVID-19 Safety Protocols, including this policy, the [Daily Self-Assessment](#), and required training. The Laboratory requires visitors and guests to coordinate with LANL sponsors to complete review of the COVID-19 Safety Protocols and required training before coming on-site. Appointments to visit the Badge Office must be made prior to arriving on-site.

4.1.2 Answers on the Self-Assessment

If an on-site worker, subcontractor, visitor or guest self-responds “YES,” or is unsure how to respond to any of the questions in the attached self-assessment, they must contact the LANL COVID-19 Hotline (505-606-2667) for guidance before coming to work onsite. If the COVID Hotline specialist determines that the caller should not come to work onsite, they will provide the worker and their manager or visit sponsor with a duty disposition letter (DDL) stating their recommendations and a follow-up date for reassessment.

If a worker self-responds “NO” to ALL questions in the attached self-assessment, the worker may report to the scheduled work site. The worker could still be directed to work remotely.

Workers DO NOT need to share their completed self-assessment or health history details with their managers or other coworkers. HIPAA trained COVID Hotline specialists will protect the individual's personal health information.

Note: Because of the dynamic nature of the COVID-19 pandemic, it is possible that a worker's answers to the required Daily Self-Assessment questions may change over time. If the answers to self-assessment questions change during the COVID-19 pandemic, the worker must contact the COVID-19 Hotline immediately before coming on-site. You will have to call the COVID-19 Hotline only when you first plan to come on-site, and subsequently only if your condition changes.

Note: All employees, subcontractors, visitors, and guests that have been informed that they have tested positive for COVID-19 in the last 10 days must notify the COVID Hotline (*see below if a positive COVID test was received while on-site*). This includes employees working on-site and teleworking.

4.2 While Working or On-site

All employees, subcontractors, visitors, and guests must immediately isolate from others, contact their supervisor, Subcontract Technical Representative (STR), sponsor, or host, and call the COVID-19 Hotline if they begin to feel ill while on-site or if while on-site they have been informed that they have tested positive for COVID19 in the last 10 days. DO NOT VISIT the Occupational Medicine (Occ-Med) facility unless directed to do so by the LANL COVID-19 Hotline.

Individuals must use their own tools as much as possible. If they must use shared tools, they must wipe them down with a wipe or clean cloth, using a consumer cleaning product (including soap and water) in the workplace for the purpose intended by the chemical manufacturer or importer of the product. For detailed requirements for cleaning and disinfection, see [OSH-ISH-QTG-034 Quick Take Guide, LANL COVID-19 Controls](#).

Clean shared surfaces daily with soap or detergent. Disinfectant may be used, but is not required, unless the space is occupied by people at increased risk for severe illness from COVID-19. For detailed requirements, see [OSH-ISH-QTG-034 Quick Take Guide, “LANL COVID-19 Controls.”](#)

Follow the controls in [OSH-ISH-QTG-034 Quick Take Guide, LANL COVID-19 Controls](#).

4.2.1 Fully Vaccinated Individuals

The term “fully vaccinated” throughout this policy means that it has been 14 days or more since an individual received the last required dose in their vaccine series. In accordance with CDC recommendations, except as noted below, fully vaccinated employees, subcontractors, visitors, and guests are not required to wear face masks/coverings or maintain social distancing while working on site. Fully vaccinated individuals may wear face masks/coverings if desired.

Note: Fully vaccinated individuals must wear a face mask/covering at all times while at the Badge Office.

Fully vaccinated individuals should continue to wash hands often with soap and water for at least 20 seconds when they get to work, before eating or drinking, before and after using the bathroom, and before leaving the job site.

Note: The Laboratory maintains records of fully vaccinated employees and may spot check the vaccination status of employees by calling the LANL COVID Hotline. See the [“Resources for On-Site Work”](#) in the COVID-19 Information Page for further guidance.

4.2.2 Unvaccinated Individuals

The term “unvaccinated” throughout this policy means that an individual has either not been vaccinated or that it has not yet been 14 days or more since the individual received the last required dose in their vaccine series. Unvaccinated employees, subcontractors, visitors, and guests must:

- Maintain social distancing and minimize time in close contact, which means maintain a distance of at least six feet from others whenever possible. If one must be within six feet of other people due to safety or job requirements, the following must be observed:
 - Pre-plan the work to minimize the time and the interactions within six feet.
 - Pre-plan the work to minimize the number of necessary personnel.
- Perform the pre-job screening and temperature check protocol per the requirements in [Verbal Screening and Temperature Check Protocols](#).
- Follow the controls in [OSH-ISH-QTG-034 Quick Take Guide, LANL COVID-19 Controls](#).

Note: Individuals can be within six feet of each other in a transient situation, for example to ride an elevator or enter a facility through security turnstiles.

- Wear face masks/coverings at all times while on-site, including while exercising. For unvaccinated individuals, exceptions to this face mask/covering requirement are as follows:
 - When alone in an individual office or vehicle.
 - When respiratory protection is worn for other hazards.
 - When there is a potential for heat stress in a work activity, during hot work where the face covering presents a fire hazard, or when an arc hazard exists in a work activity, as determined by an industrial hygienist (see below for further detail on this exception).

Note: There may be instances when a mix of fully vaccinated and unvaccinated individuals are gathered to eat in an approved break room area that is configured to adhere to all COVID-19 Safety Protocols. In these approved instances, unvaccinated individuals must ensure they maintain at least six feet of distancing at all times and wear their face masks/coverings when not actively eating or drinking.

A physical barrier, such as a cubicle wall or plexiglass shield, approved by the BSO or deployed IH/S professional, may be installed for work spaces to further reduce risk. Six feet of distancing is required to be maintained for these work spaces involving unvaccinated employees and employees may still be asked to self-isolate because of contact tracing.

All employees will be provided a face mask/covering for use on-site. Employees may also choose to wear their own face mask/covering. If an employee chooses to wear their own face mask/covering, the following standards must be observed:

- Masks with exhalation valves (e.g., N95s with exhalation valves or commercial face masks/coverings with valves) **must not** be worn.
- Acceptable masks are disposable surgical masks, KN95s, and cloth face coverings as described below.
 - Cloth face coverings must cover the nose, mouth, and chin, be secured with elastic loops or ties, and be washable and reusable.
 - Cloth face coverings with at least two layers of material, with either two layers of cotton, or a combination of materials including cotton and chiffon, cotton and flannel, or cotton and silk.

Face masks/coverings are available through the TA-60-2 warehouse between 8 a.m. and noon Monday–Friday, and will be distributed to each ALD by their cognizant FOD.

Necessary respiratory protection for other hazards associated with the work will be identified by your IH and health physicist in work control documents. For additional guidance, see the Laboratory's internal website, "[Process for securing high-demand PPE: ALD/COO approval no longer needed.](#)"

Note: Individuals must remove their face mask/covering temporarily if a Laboratory Security Officer requests them to do so. When removing the face mask/covering, be sure to observe social distancing of at least six feet.

Through the formal evaluation of a deployed industrial hygienist, face masks/coverings may be eliminated for work even if an individual has not been vaccinated when heat stress is a potential hazard, during hot work, or when an arc hazard exists, as long as individuals maintain a minimum distance of six feet apart and observe the following guidelines:

- Wash hands often with soap and water for at least 20 seconds. Wash your hands when you get to work, before eating or drinking, before and after using the bathroom, and before leaving the job site. Wash your hands before you don protective gloves and other PPE (if required for the activity). Wash your hands after removing PPE. If soap and water are not available, use a hand sanitizer with at least 60% alcohol, and wash your hands as soon as possible.
- Do not touch your face. If you must touch your face to don personal protective equipment (PPE), wash your hands first. Ensure that your PPE that touches your face (safety glasses, respirator) has been sanitized with soap and water or disinfectant before you don the PPE.

4.2.3 Space Occupancy Limits

- Consider the following in determining occupancy limits:

- The need to maintain social distancing for unvaccinated individuals. Unvaccinated individuals must maintain six feet of distancing from others (both vaccinated and unvaccinated) and wear face masks/coverings at all times.
- Available square footage and configuration of the workspace.
- Characteristics of the work in an area.
- Completion of a LANL COVID-19 ventilation evaluation. This is a one-time evaluation that is performed by the LANL BSO or a qualified industrial hygienist.
- Consider access points and hallways as pass-through areas.
- Conference rooms, break rooms, and other common spaces will continue to be posted with occupancy limits and rules of use, as appropriate. See Section 7.0 for signage.
- Based on the current rate of fully vaccinated employees, ensure that auditorium occupancy limits allow for a percentage of unvaccinated people to attend (e.g., 80% fully vaccinated = 80% of the room square footage at normal occupancy; 20% not fully vaccinated = 20% of the room allows for social distanced occupancy).
- Eating and drinking is allowed in meetings and break rooms. During meetings that include a mix of fully vaccinated and unvaccinated individuals, acceptable face masks/coverings must be worn by unvaccinated individuals unless actively eating or drinking, for the duration of the meeting.
- Exceptions to the occupancy limits must be reviewed by RLMs/FODs with concurrence from the BSO or deployed IH/S professional, and must be approved by the cognizant ALD.

For detailed requirements on COVID-19 Safety Protocols, see the [Quick Take Guide, "LANL COVID-19 Controls", OSH-ISH-QTG-034](#).

4.3 COVID-19 Testing

In an effort to help keep all employees safe by identifying positive COVID-19 cases early, the Laboratory's periodic COVID-19 testing program applies to all employees, including those working on-site and full-time teleworkers. Teleworkers may be required to come on site with little or no-notice.

Consistent with CDC guidance, employees who have been fully vaccinated will not be subject to COVID-19 testing unless they exhibit symptoms that indicate the need for a test. To help in the early detection and control of COVID-19 cases, it is important for unvaccinated employees to make every effort to keep their appointment for a COVID-19 test when it is scheduled by the Laboratory. If under extraordinary circumstances, an individual cannot make their scheduled testing time, they must make prior alternative arrangements with Occ-Med to complete the test.

Note: COVID-19 testing is considered a part of the Laboratory's fitness for duty program, so employees do not have the option to refuse to take the test. Employees who fail to professionally and fully cooperate when notified for a COVID-19 test by either refusing to be tested, exhibiting confrontational or otherwise inappropriate behavior during a test, or failing to appear for the test without an RLM-approved authorization will be subject to disciplinary action.

Note: If an employee reports that they cannot have the Nasopharyngeal (NP) swab, they must present a note to Occ-Med that is from a licensed community provider documenting a legitimate medical contraindication to the NP swab, and Occ-Med must approve the exemption from NP swab collection. There are few contraindications to the NP swab. If Occ-Med agrees that the NP swab is contraindicated, Occ-Med will work with the employee to establish a feasible schedule for alternate testing performed in the community with the results reported to Occ-Med. LANL can

only perform NP swabs as that is the only form of sample collection that the HRL laboratory is credentialed to analyze.

4.4 Travel Requirements

4.4.1 General Requirements for Any Out-of-State Travel

- All individuals on travel outside New Mexico, and subcontractors, visitors, guests and new hires coming to the Laboratory from outside the state will adhere to CDC recommendations before, during, and after travel.
- Employees returning from out of state travel, and subcontractors, visitors, new hires and guests coming from outside the state must discuss the date of their arrival and appropriate isolation and/or testing requirements with the appropriate RLM, STR, sponsor or host. If instructed to isolate, LANL employees must additionally call the COVID-19 Hotline to report the details of their isolation.
- All self-isolation and testing time intervals start the first day after arrival to the state.
- Employees, subcontractors, visitors, guests, and new hires who have been fully vaccinated for COVID-19 are not required to self-isolate before coming on-site upon return from out of state travel or arrival to the state.
 - Fully vaccinated employees will coordinate their return to work on-site with their RLM and must carefully self-monitor for COVID-19 symptoms for 14 days after return to New Mexico.
 - Fully vaccinated employees returning from travel should not work within six feet of others and should avoid prolonged meetings (i.e., greater than 45 minutes) with others for the 14 day period of symptom monitoring.
 - Fully vaccinated employees returning from travel must continue to complete the Daily Self-Assessment before coming on-site each day and follow all COVID-19 Safety Protocols while on-site.

Note: The Laboratory maintains records of fully vaccinated employees and may spot check the vaccination status of employees returning to work on-site following travel (see the [“Resources for On-Site Work”](#) in the COVID-19 Information Page for further guidance). The Laboratory may verify that subcontractors, visitors, and guests coming to the site following travel have been fully vaccinated through review of their properly completed vaccination card.

4.4.2 Work-Related Travel

International

- International work-related travel requires approval by line management and the LDO.
- Given the risks associated with international travel, emerging COVID variants, and evolving guidance from the CDC, before leaving for work-related international travel, traveler(s) and RLM(s) must coordinate with the COVID-19 Hotline, and approved travelers, subcontractors, visitors, guests, and new hires must develop self-isolation, testing, and a return to on-site work plan consistent with Laboratory guidance.

Domestic

- For fully vaccinated individuals, domestic work-related travel outside New Mexico requires approval by line management. For unvaccinated individuals, domestic work-related travel outside New Mexico requires approval from line management and the cognizant ALD (COO if delegated).

Note: It is important for work-related travelers and their RLM to pre-plan the travel to allow necessary time for COVID testing upon return. The timeframe for LANL employees to receive a Laboratory-provided COVID-19 test will be based on testing availability. The Laboratory will not provide COVID-19 testing for subcontractors, visitors, or guests. Subcontractors, visitors, and guests who obtain a test from an outside source must provide proof of test results and inform the COVID-19 Hotline of the negative test result before coming to work on-site.

- Except as noted in section 4.4.1, upon return to New Mexico from approved domestic travel, individuals should get tested 5 days after travel and stay home and self-quarantine for 7 days provided the test results are negative. If the test is positive, individuals must contact the COVID-19 Hotline for further guidance on self-isolation and return to work. If individuals choose to not be tested, they should self-isolate for a minimum of 10 days.
- Based on urgent mission need, RLMs, with concurrence from the ALD (or COO if delegated) can approve early on-site return of individuals following work-related domestic travel.

4.4.3 Personal Travel

- Before any personal *international* travel, employees should carefully review CDC international travel requirements and recommendations.
- To minimize mission impact and the potential for employees to have to use leave, employees should discuss their personal out-of-state travel plans with their RLMs **before** leaving for personal out-of-state travel to pre-determine a return to work plan.
- Except as noted in section 4.4.1, upon return to New Mexico from personal travel, individuals should get tested 5 days after travel and stay home and self-quarantine for 7 days provided the test is negative. If the test is positive, individuals must contact the COVID-19 Hotline for further guidance on self-isolation and return-to-work. If individuals choose to not be tested, they should self-isolate for a minimum of 10 days.

The Laboratory will not provide COVID-19 testing related to any personal travel. LANL employees, subcontractors, visitors, and guests who obtain a test from an outside source must provide proof of test results and inform the COVID-19 Hotline of a negative test result before returning to work on-site.

Note: Due to the decreased reliability of rapid COVID tests, negative results obtained from a rapid COVID test must be confirmed with a negative test result from a COVID polymerase chain reaction (PCR) test.

- On a case-by-case basis, RLMs can evaluate risk factors and current CDC, state, and local guidance (particularly for international travel), along with the essential nature of the work, and with concurrence from the ALD (COO if delegated), can approve individuals for early return-to-work on-site following personal international travel. The RLM must review with the individual the nature of the COVID safety protocols followed while on personal travel and consider the broader implications and risks that might be posed to other individuals and the mission.
- RLMs may authorize teleworking for an individual who is self-isolating, if possible. If teleworking is not possible, the individual must take vacation or leave without pay.
- Individuals who have received approval from their RLM and concurrence from the ALD (COO if delegated) to return to work on-site must complete the [Daily Self-Assessment](#) **before** coming on-site.

4.4.4 Employees and Subcontractors Experiencing COVID-19 Symptoms While on Travel

Employees and subcontractors who experience COVID-19 symptoms while on travel outside New Mexico must contact the COVID-19 Hotline and self-isolate. If COVID-19 symptoms worsen, employees and subcontractors should seek guidance from a local urgent care facility and try to get tested. When the employee or subcontractor returns to New Mexico, their return to work on-site must be coordinated through their line manager and Occupational Medicine via the COVID-19 Hotline. For further guidance on what to do if experiencing COVID-19 symptoms while on travel, see the Laboratory's internal website, ["Resources for On-Site Work" in the COVID-19 Information Page.](#)

5.0 RESPONSE TO CONFIRMED COVID-19 CASE

The Laboratory has provided detailed guidance to all managers on how to handle a positive COVID-19 case. The guidance provides details for a number of topical areas, including:

- What a manager should do if an employee tells them that they have tested positive for COVID-19
- What an infected employee should do and what managers should tell other employees
- What a manager should do if an employee has had a COVID-19 test and the results are pending
- How workspaces will be sanitized after infected employees are sent home
- What to tell an employee who has been in isolation and will be returning to work

The detailed guidance for these, and [additional topical areas](#) are available on the Laboratory's internal website, ["Resources for On-Site Work" in the COVID-19 Information Page.](#)

The COVID-19 Hotline specialists will work with the presumptive positive or confirmed positive employee and determine if there are LANL employees identified as close contacts that warrant isolation. The Hotline will determine if other LANL workers, subcontractors, or guests have been in close contact (less than six feet for more than 3 minutes consecutively or 15 minutes cumulatively in a 24 hour period; in direct contact with mucus or secretions; or in an indoor shared air space such as a conference room for 45 minutes or longer) with a presumptive positive employee, or positive employee, even if face coverings have been worn. If close contacts are identified, the COVID Hotline specialists will notify these employees that they need to self isolate for 14 days or until negative test results from the index case determine that the isolation is no longer required. COVID-19 Hotline specialists will also contact RLMs of the close contacts. Managers must not ask additional personnel to self-isolate without coordination with the COVID-19 Hotline specialists, or overrule instructions to self-isolate from the COVID-19 Hotline due to a positive or presumptive positive COVID-19 case.

The Emergency Management Division, in consultation with the LANL Medical Director and the BSO, has also established cleaning protocols in the event an individual who has worked on-site is presumptive or confirmed positive with COVID-19. There may also be other unique COVID-19-related circumstances or risks that warrant cleaning and disinfecting of affected areas.

6.0 CLEANING SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

RLMs will plan accordingly and ensure employees are equipped with the cleaning supplies and PPE necessary to execute approved work.

6.1 Cleaning and Disinfecting Supplies

Cleaning and disinfecting supplies include soap, detergent, water, paper towels, and other necessary materials to regularly wipe-down surfaces that are contacted during the course of work. Hand sanitizer must also be available. Disinfectants should also be available as needed, e.g., when the space is occupied by people at increased risk for severe illness from COVID-19. Work may not be performed unless appropriate supplies are provided and readily available during the performance of work. Cleaning materials and disinfectants may be obtained from the TA-60-2 Warehouse, by working through the FOD, or ordered on a P-Card.

6.2 Personal Protective Equipment

High-demand items include disposable coveralls (i.e., Tyvek), nitrile gloves, N95 masks, hand sanitizer, and disinfectants. Other items of potential concern include face shields, safety glasses, and goggles.

As a part of the work planning and control process, RLMs will identify PPE requirements. After receiving approval for their assigned activity, RLMs can obtain PPE through the normal distribution process. If Tyvek, nitrile gloves, or thermometers are needed, RLMs can contact the TA-60 distribution center for supplies.

Note: If N95 masks are needed, RLM can obtain these through the Deployed Industrial Hygienist Team Lead. N95 masks are distributed by your Deployed Industrial Hygienist.

For questions on obtaining or returning PPE, contact highdemanppe@lanl.gov. Additional guidance is available on the Laboratory's internal website, "[Resources for On-Site Work](#)", in the COVID-19 Information Page.

7.0 OTHER ACTIVITIES – SIGNS, MARKINGS, EATING ON-SITE, AND RLM GUIDANCE MATERIALS

The Laboratory provides templates for warning signs and markings to RLMs to reinforce awareness among workers and to avoid undue COVID-19 exposures. The Institutional Worker Environment, Safety, and Security Teams (IWESST) and the Associate Laboratory Directorate for Facilities and Operations (ALDFO) developed the signs and markings and promulgates them as necessary to all organizations via their respective WESST. Templates are available on the Laboratory's internal website, "[Editable General Signage Templates](#)."

Signage will be posted in conference rooms and common areas to limit the number of occupants, based on available square footage. Occupancy limits will be posted for fully vaccinated individuals (no social distancing or face mask/covering required), and for unvaccinated individuals (allow for social distancing of at least six feet and wearing face mask/covering).

In addition to the required training for all employees, the Laboratory provides guidance materials to RLMs to help prepare supervisors and staff to safely perform on-site work activities in accordance with LANL's COVID-19 Safety Protocols. The guidance materials are available on the Laboratory's internal website, "[Resources for On-Site Work](#)" in the [COVID-19 Information Page](#).

8.0 EXCEPTIONS OR DEVIATIONS TO CONTROLS OR REQUIREMENTS

The Laboratory Leadership Team is responsible for reviewing all work activities and controls to ensure that activities can be safely and effectively performed in accordance with COVID-19 Safety Protocols. This includes reviewing associated requirements to identify conflicts between or among policies or where implementing a requirement could have a significant negative impact on the Laboratory's ability to safely perform on-site work activities.

If current requirements preclude or negatively impact the ability to safely and effectively perform on-site work activities during the COVID-19 crisis, the Leadership Team must propose, and the LDO must approve, an exemption or variance to existing requirements and controls that provides substantially equivalent interim compensatory measures in order for the work to continue. The exemption/deviation and compensatory actions may not introduce an unacceptable increase in environment, safety, health or safeguards and security risk associated with the activity. The Leadership Team will formally document any approved exceptions or variances from requirements, and obtain formal approval as necessary from DOE/NNSA.

9.0 WORK PLANNING AND CONTROL FOR PERFORMING ON-SITE WORK ACTIVITIES

In concert with the *LANL Integrated Work Management (P300)* and *Integrated Work Management for R&D (P300-1)*, the Laboratory requires a deliberate work planning and control-based approach for the performance and oversight of all on-site work activities under COVID-19 Safety Protocols. In accordance with Laboratory Integrated Work Management requirements, RLMs have the responsibility, authority, and accountability to plan, validate, coordinate, approve, execute and close out on-site work activities performed in accordance with COVID-19 Safety Protocols. Work Supervisors and Persons-in-Charge (PIC) are responsible for facilitating the release of the work within facility-specific and COVID-19 Safety Protocols.

The Laboratory's deliberate work planning and control-based approach for the performing work on-site under COVID-19 Safety Protocols includes:

- Application of the hierarchy of controls when addressing hazards
- Required daily Pre-Job Briefings
- Adherence to work planning and control procedures
- Continual operational awareness of conditions and equipment
- Open communications
- Routine management and supervisory engagement
- End-of-day reviews
- Review and incorporation of lessons learned

Note: Until the Laboratory returns to full-onsite operations capability, employees should continue to telework unless directed to work on-site by their RLM. Consistent with a graded approach, the RLM, in consultation with the ALD, has the discretion in authorizing low hazard incidental work or site access. Incidental work, or incidental site access, is defined as low hazard work where COVID-19 Safety Protocols can be met, such as an office setting. In the case of incidental work, employees are required to complete required training, obtain approval from their RLM, complete the self-assessment required in section 4.1, and abide by the COVID-19 Safety Protocols provided in section 4.2 of this document. Employees must pause work when COVID-19 Safety Protocols cannot be met and immediately notify their supervisor.

The following provides the requirements for performing all non-incidental on-site work activities in accordance with COVID-19 Safety Protocols. Additional site or work-activity specific requirements may also be implemented by RLMs.

9.1 Pre-Activity Preparation

Before an activity begins on-site, RLMs will coordinate with their respective division and directorate management to identify and obtain approval for the activity to be performed, identifying the necessary staff, including all supporting personnel, and the proposed duration.

Supporting personnel to consider for the activity include environment, safety, health, quality, and safeguards and security, facilities (i.e., maintenance and infrastructure), custodial, craft, business and administrative, and subcontractors. The RLM will also inform the associated FOD of the intent to perform an on-site work activity and engage the FOD as necessary in pre-activity preparations.

Note: In performing the activity review, managers need to consider the potential risk and impacts to the activity should employees test positive for COVID-19 during the course of the work, including the need for resiliency in staffing. If appropriate, work schedules must be adjusted (i.e., staggered schedules) to minimize the impact of this high probability risk.

In preparing for the on-site activity, RLMs must, as applicable:

- Ensure the COVID-19 Safety Protocols can be applied, PPE is defined, and management and supervision engagement and oversight expectations are available for the specific activity. COVID-19 Safety Protocols cannot be by-passed, disregarded, or overridden for the sake of programmatic or operational need. *If an activity is not compatible with COVID-19 Safety Protocols as initially planned, it may not be performed until additional controls can be developed and implemented.*
- Ensure adequate supplies and determine staging locations for PPE and cleaning/disinfectant supplies. If adequate and reasonably sustainable supplies and materials cannot be obtained or ensured for the proposed duration of the activity, then the activity may not be performed.
- Evaluate all applicable activity IWDs, hazard analyses, work plans, work procedures and packages, etc. for compatibility with COVID-19 Safety Protocols. RLMs, supervision, and staff work together to prepare/adjust hazard analyses and associated work planning and control documentation (IWDs, etc.) to ensure the activity can be sustainably performed safely in accordance with COVID-19 Safety Protocols. This review must include potential maintenance activities as well as safe shutdown procedures in the event of an emergency.
- **Note:** During this joint review, it is important to be mindful to cultivate a questioning attitude to anticipate what might go wrong. Identify the potential impediments to safely performing all aspects of the work in accordance with COVID-19 Safety Protocols.
- Define expected status/conditions for each activity, equipment and systems, including all programmatic and facility safety systems and include in pre-job briefs, as appropriate. *Note that the Laboratory's transition to reduced on-site operational status occurred in a short period of time with minimal documentation of status and that conditions may have changed.* It is important to define what to expect and then systematically validate the expected conditions.
- Obtain and post standard signage and implement markings where useful (i.e., safe social distancing spacing floor markings for unvaccinated individuals) to support and reinforce COVID-19 Safety Protocols.
- Ensure workers have completed the COVID-19 required training. Management and supervision needs to ensure all involved with an on-site work activity are familiar with all relevant controls, potential impediments, and mitigations.
- Setup/stage PPE, cleaning/disinfectant supplies, and establish locations for pre-job briefings and end of day briefs.
- Determine the best method to conduct a pre-job briefing and end-of-day review with supervisors and staff. This could be done remotely, or in small teams, or outdoors on-site.

9.2 On-Site Work Activities (First time for a given activity)

Before reporting to work each day on-site, all workers must complete the [Daily Self-Assessment](#).

RLMs must:

- Conduct a pre-job briefing that includes COVID-19 Safety Protocols and other work planning and control changes/adjustments. See [OSH-ISH-QTG-034, Quick Take Guide, LANL COVID-19 Controls](#), for a COVID Pre-Job Brief template. The RLM and work supervisor/PIC must participate in the pre-job briefing. During the briefing, the RLM, with necessary assistance from the work supervisor/PIC, asks each team member to confirm that they have completed the [Daily Self-Assessment](#).
- If required, determine a stop time or point in the work plan for the day. All workers will suspend the activity for the day at the determined stop time or point and place activity in safe configuration.
- Following the pre-job briefing, perform any final activities and a work-site walk-through. During the walk-through, the RLM and work supervisor/PIC jointly validates the expected condition assessment of equipment and systems. Ensure the activity can be performed in accordance with work planning and control and COVID-19 Safety Protocols. If the validation shows the work cannot be accomplished within controls as expected, PAUSE, and reevaluate and adjust as appropriate. If the activity cannot be performed within controls as expected, the activity may not be performed.
- If the activity walk-through and condition validation demonstrates work can be performed safely within all controls, work may then proceed and the RLM informs the FOD of the start of activities.
- The RLM, with the assistance of work supervisor/PIC, monitors work activities to ensure that work is routinely being performed in accordance with all work planning and controls, including COVID-19 Safety Protocols. If work cannot be performed within controls, work must be PAUSED, reevaluated, and adjusted as appropriate. All involved personnel must be informed of any adjustments before work may proceed. If the RLM or work supervisor/PICs determine the activity cannot be performed within controls as expected, then the activity may not be performed.
- At the pre-determined work stop time or point, RLM, work supervisor/PIC, and workers will conduct an End-of-Day briefing/feedback session. Lessons learned will be reviewed for incorporation into continuing work the following day.

9.3 Continuing On-Site Work Activities

Before reporting to work each day on-site, all workers must complete the [Daily Self-Assessment](#).

The RLM or designee (i.e., the work supervisor/PIC) conducts a Pre-Job Briefing/Tailgate every day to discuss lessons learned from the previous day, work scope for the day, and controls and COVID-19 Safety Protocols. The pre-job should include discussion of contingencies should unexpected situations arise or changes occur in supplies/materials.

The RLM or designee must regularly monitor work activities to ensure that work is routinely being performed in accordance with all work planning and control and COVID-19 Safety Protocols. If work cannot be performed within controls, work must be PAUSED, reevaluated, and adjusted as appropriate. All involved personnel must be informed of any adjustments before work may proceed. If the RLM or work supervisor/PIC determines the activity cannot be performed within controls as expected, then the activity may not be performed.

Each day ends at the pre-determined stop time or point and by placing work in safe configuration. At pre-determined work stop time or point, an End-of-Day briefing/feedback session will be conducted. All lessons learned will be reviewed for incorporation into continuing work the following day.

RLMs are expected to use the Management Observation and Verification (MOV) system to document their regular oversight activities. At least weekly, the RLM reviews status of activity, ability to sustainably meet mission deliverables, and the continued availability of supplies and materials to maintain all COVID-19 Safety Protocols. If supplies and materials cannot be sustainably maintained, the activity must be suspended until sustainability can be ensured. If the COVID-19 Safety Protocols are proving to be too much of an obstacle to safely and successfully execute mission objectives, then the RLM and directorate management must re-evaluate if the work should continue to be performed.

Through regular monitoring of on-going work activities, the RLM or designee may ascertain that the activity has reached a sustainable stage where all work can be successfully, consistently, and sustainably accomplished in accordance with all established COVID-19 Safety Protocols. When a work activity reaches this sustainable stage, the RLM may reduce the requirements for daily Pre-Job Briefings/Tailgates and End-of-Day briefings/feedback sessions to a frequency that continues to ensure sustainable accomplishment of work in accordance with COVID-19 Safety Protocols and continuing incorporation of lessons learned. When the RLM determines the activity has reached this sustainable stage, all workers that will be accessing the site must continue to complete the [Daily Self-Assessment](#) before reporting to work each day and adhere to all COVID-19 Safety Protocols.

10.0 SUSPENDING OR TERMINATING THIS DOCUMENT

The cadence of work as described in this document continues until the Laboratory Director, in necessary consultation and approval from DOE/NNSA, formally declares that the Laboratory has progressed to full on-site operations capability or until this document is amended at the direction of the Laboratory Director. When the Director makes this declaration, then all work activities may return to being performed in accordance with standard Laboratory work planning and control requirements that were in place before the COVID-19 crisis and before this document was implemented. Continue to implement any work planning and control improvements that were made before transitioning to full on-site operations capability.

11.0 RESPONSIBILITIES

11.1 Laboratory Director

- Establishes this document and holds the Laboratory Leadership Team accountable for implementation.
- Works with DOE/NNSA as appropriate to declare changes in overall Laboratory operational status.

11.2 Laboratory Directors Office (LDO)

- Using guidance and requirements provided by DOE/NNSA sponsors and oversight, determines overall mission critical and operations functions.
- Serves as the work risk-acceptance body on behalf of the Laboratory.
- Coordinates identification and management of cross-organization needs and resources.
- Approves temporary deviations from or exemptions to existing requirements and controls.

11.3 Associate Laboratory Directors (ALDs)

- Ensure that management, supervisors, and staff within their directorates are aware of, and adhere to, this document.
- In addition to the minimum requirements within this document, establish site and organizational specific methods and approaches for releasing and performing work activities in consideration of the nature of the work, COVID-19 risk factors and Safety Protocols, PPE requirements, institutional, site, and community conditions, and evolving employee return to work procedures.
- Using a graded approach, review and approve work activities to be performed in accordance with this document.
- Identify and obtain necessary approval from the LDO and DOE/NNSA for temporary deviations from or exemptions to existing requirements and controls and provide substantially equivalent interim compensatory measures to ensure safe and effective performance of work activities in accordance with COVID-19 Safety Protocols.

11.4 Medical Director

- Serves as the public health officer for the Laboratory.
- Serves as the medical subject matter expert for all Laboratory stakeholders.
- Provides medical oversight for employee fitness for duty procedures, including COVID-19 testing procedures.
- Provides medical consultation to the Laboratory Leadership Team on the safety of resumption of operations based on the pandemic case incidence curve and pandemic modeling.
- Provides medical consultation on lab-wide work practice safety requirements for the minimizing spread of exposure.
- Provides medical oversight for response to confirmed COVID-19 cases in the workplace.

11.5 Biological Safety Officer

- Provides evaluations of work practices where a concern for COVID-19 exists.
- Conducts workplace walk-downs of work activities, as required, when the COVID-19 Safety Protocols cannot be implemented.
- Provides oversight and guidance to Industrial Hygienists that evaluate work practices and conduct workplace walk-downs where concerns for COVID-19 exists.

11.6 Emergency Management Division

- Provides all hazards incident management and coordination at the Laboratory to include the overall response to COVID-19 related incidents in accordance with EMD-PLAN-100, LANL All-Hazards Emergency Management Plan; EMD-PLAN-600, Los Alamos Continuity of Operations Plan; and SEO-COOP-001, LANL/NA-LA Infectious Disease/Pandemic Plan.
- Manages and staffs the LANL COVID-19 Hotline in collaboration with Occupational Medicine.

11.7 Responsible Line Managers

- Rigorously perform all preparations and oversight for work activities included in this document implementing the requirements in [P300/300-1](#) and utilizing the hierarchy of controls.

- Ensure all work activities can be performed safely in accordance with COVID-19 Safety Protocols and that required cleaning supplies and PPE are available.

11.8 Facility Operations Directors

- Coordinate custodial support.
- Provide any required EOSC notifications of work on-site.
- Provide support to RLMS for SME support and site walk downs.
- Provide custodial support to clean and disinfect common areas, turnstiles, entry areas, restroom, and kitchen areas.

11.9 LANL Workers, Subcontractors, Guests, and Visitors

- Adhere to all COVID-19 Safety Protocols and requirements of this policy in the performance of on-site work activities.

12.0 IMPLEMENTATION

The requirements in this document are effective on the effective date.

13.0 HISTORY

Revision History		
04/30/20	POL1201-6, Rev. 0	Initial Issue.
05/08/20	POL1201-6, Rev. 0 Admin. Chg. 1	Section 4.4.1: Added clarifying language for calling into COVID-19 Hotline. Attachment A: Added clarifying language for calling into COVID-19 Hotline.
05/14/20	POL1201-6, Rev. 1	Section 3.0 and 3.1: Clarified critical factors. Section 3.2: Clarified that DLDs prioritize resource needs. Section 4.1: Clarified that visitors and guests must wear face coverings on-site. Section 4.2: Clarified face covering requirements for employees on-site. Section 7.0: Clarified rules for eating on-site. Other minor edits.
05/22/20	POL1201-6, Rev. 2	Section 4.3 Travel Requirements: Added section to clarify travel requirements.

Revision History		
06/08/20	POL1201-6, Rev. 3	<p>Section 4.2, Stipulated that maximum occupancy limit for auditoriums is 10% capacity while maintaining six feet between individuals.</p> <p>Updated requirements for individuals in a transient situation, (e.g., in an elevator or in a security turnstile). They can be within six feet of each other in a transient situation provided they wear face coverings and the duration is less than 10 minutes.</p> <p>Section 4.3 <i>Travel Requirements</i>: Updated travel requirements regarding travel outside of New Mexico.</p> <p>Updated Attachment A, <i>Return-to-Worksite Screening Daily Self-Assessment</i>.</p>
06/17/20	POL1201-6, Rev.4	<p>Section 4.1.2: Clarified requirement to call the COVID-19 Hotline.</p> <p>Revised language in daily Self-Assessment form for clarity.</p>
06/18/20	POL1201-6, Rev.4 Admin. Chg. 1	Updated hyperlinks.
06/24/20	POL1201-6, Rev.5	<p>Section 3.0: Added the following to the last paragraph: "As of May 15, 2020".</p> <p>Section 3.0: Adjusted percentages, i.e., "70% of the Laboratory workforce is teleworking and 30% is supporting work on-site".</p> <p>Section 4.2: Replaced "All Employees" with "All employees, subcontractors, visitors, and guests".</p> <p>Sections 4.3.2 and 4.3.4: Removed option for COVID-19 elective testing at NMDOH.</p>
07/06/20	POL1201-6, Rev.6	<p>Section 4.3.3: Updated requirements for self-isolating when traveling outside of New Mexico: "regardless of transportation mode".</p> <p>Updated Daily Self-Assessment Checklist.</p>
07/13/20	POL1201-6, Rev.7	<p>Section 3.0: Updated date that the Laboratory began an operational status of Limited Operations to July 9, 2020. Also, updated the percentage of employees working on-site as compared with employees teleworking.</p> <p>Section 4.3.3: Updated requirements for out-of-state travel.</p>

Revision History		
07/21/20	POL1201-6, Rev.8	<p>Section 4.2: Expanded face covering requirements while on-site. Added requirement to immediately isolate and call COVID-19 Hotline.</p> <p>Section 7.0: Added that sign templates are available on LANL's internal website.</p> <p>Section 9.1: Specified that COVID-19 safety protocols may not be disregarded for the sake of programmatic or operational need.</p> <p>Attachment A: Removed COVID-19 Hotline hours of operation.</p>
08/05/20	POL1201-6, Rev.9	<p>Section 4.3.1: Added a note requiring new hires arriving from out of state to self-isolate for 14 days before coming on-site.</p>
09/24/20	POL1201-6, Rev.10	<p>Added clarifying language throughout document.</p> <p>Section 3.0: Updated Laboratory's operational status.</p> <p>Section 4.1: Deleted note.</p> <p>Section 4.2: Added additional information on types of masks/coverings that are allowed.</p> <p>Section 4.3.3: Added direction that RLM should consider current State of New Mexico travel restrictions when evaluating risk factors for employees returning to work after personal travel.</p> <p>Section 9.3: Added paragraph on sustainable activity.</p> <p>Attachment A: Checklist updated.</p>
09/28/20	POL1201-6, Rev.10, Admin. Chg. 1	<p>Corrected Question 2 on Self-Assessment to refer to Question 4 rather than Question 5.</p>
11/13/20	POL1201-6, Rev.11	<p>Section 3.1: Subcontractors, visitors, and guests included in self-monitoring practices.</p> <p>Section 4.0: Deleted Note.</p> <p>Section 4.1: Added Note for required notification to the COVID-19 Hotline.</p> <p>Section 4.2: Clarified rules for immediate isolation. Clarified language for breakroom limits. Stipulated no eating or drinking during in-person meetings.</p> <p>Section 4.3.1: Clarified self-isolation rules for work-related travel outside of New Mexico</p> <p>Section 4.3.3: Clarified self-isolation rules for personal travel outside of New Mexico.</p> <p>Section 4.4: Added section.</p> <p>Revised Daily Self-Assessment.</p>
11/16/20	POL1201-6, Rev.12	<p>Section 4.3.2: Clarified self-isolation rules for out-of-state subcontractors, visitors, and guests coming on-site to the Laboratory.</p> <p>Updated Daily Self-Assessment.</p>

Revision History		
11/18/20	POL1201-6, Rev.12 Admin. Chg.1	Section 4.4: Clarified number of participants allowed at a gathering. Updated Daily Self-Assessment.
01/04/21	POL1201-6, Rev.13	Section 3.0: Updated percentage of Laboratory employees teleworking to 65%. Section 4.2: Added language regarding physical barriers and face coverings. Section 4.3: Added language regarding self-isolation requirements for work-related travel outside of New Mexico and for out-of-state subcontractors, visitors, and guests and specified the exceptions to those requirements. Clarified that self-isolation begins the day <i>after</i> a person returns to New Mexico. Added language regarding isolation and monitoring requirements for persons returning from out of state. Updated hyperlinks.
02/18/21	POL1201-6, Rev.14	Added Sections 4.3.1, <i>International Travel</i> and 4.3.2, <i>Domestic Travel</i> . Updated Daily Self-Assessment.
02/19/21	POL1201-6, Rev.14 Admin. Chg. 1	Corrected typo in Daily Self-Assessment.
04/07/21	POL1201-6, Rev.15	Section 3.0: Removed Figure 1. Sections 4.2, 4.3.2: Updated to include guidance for those who have been fully vaccinated. Section 7.0: Clarified requirements for eating and drinking. Section 10.0: Added phrase 'full on-site operations capability.' Attachment A: Added guidance on those who have been fully vaccinated.
04/30/21	POL1201-6, Rev.16	Section 4.2: Added recommendations for safe tool use and occupancy limits. Section 4.3: Clarified travel requirements. Section 5.0: Clarified definition of "close contact." Section 6.2: Specified that N95 masks are distributed by a Deployed Industrial Hygienist. Section 11.8: Added provision for Facility Ops. Directors to provide custodial support to clean common areas.
05/18/21	POL1201-6, Rev. 17	Section 4.2: Updated face-covering requirements. Added information for fully vaccinated and unvaccinated individuals. Added space occupancy limits for meetings. Section 4.3: New section, COVID-19 Testing. Renumbered remaining sub-sections.

Revision History		
5/21/21	POL1201-6, Rev. 17 Admin. Chg. 1	Section 4.4.3: Third bullet, changed “section 4.3.1” to “section 4.4.1.”
06/07/21	POL1201-6, Rev. 18	<p>Section 4.2.1: Clarified social distancing requirements for fully vaccinated individuals.</p> <p>Section 4.2.2: Clarified requirements for unvaccinated individuals including subcontractors, visitors, and guests.</p> <p>Section 4.2.3: Specified that a COVID-19 ventilation evaluation is a one-time evaluation. Clarified requirements for space-occupancy limits in auditoriums. Changed the occupancy limit to 33% of capacity. Clarified break-room requirements for unvaccinated individuals.</p> <p>Section 4.3: Changed “random testing” to “periodic testing.” Added to note, indicating appropriate behavior regarding COVID-19 testing.</p> <p>Section 7.0: Added that occupancy limits will be posted in conference rooms and common areas.</p> <p>Attachment A: Changed “random testing” to periodic testing.”</p>
Xx/xx/21	POL1201-6, Rev. 18 Admin. Chg. 1	Updated hyperlink for Quick Take Guide, “LANL COVID-19 Controls”, OSH-ISH-QTG-034 throughout document.
07/01/21	POL1201-6, Rev. 19	<p>Correction: Issue date for Rev. 18_Admin. Chg. 1 should be 06/22/21.</p> <p>Section 3.1: Clarified factors for the Laboratory’s phased approach to full-time on-site operations.</p> <p>Section 4.1: Added “vaccinated and unvaccinated” regarding the Daily Self-Assessment.</p> <p>Section 4.2.3: Clarified space occupancy limits.</p> <p>Section 4.3: Added note regarding people who cannot take the Nasopharyngeal swab testing.</p> <p>Section 4.4.2: Clarified requirements for domestic work-related travel.</p> <p>Section 6.2: Deleted paragraph regarding PPE distribution.</p>

14.0 ATTACHMENTS

Attachment A. *Return-to-Worksite Screening* [Daily Self-Assessment](#)

15.0 CONTACT

Office of Mission Assurance and Prime Contract
Telephone: (505) 606-2222

No: POL1201-6 LANL COVID-19 Risk and Exposure Control Measures for On-Site Work Activities
Attachment A. Return-to-Worksite Screening Daily Self-Assessment (07/01/21)

Worker Instructions: Verify with your manager that you have completed this Daily Self-Assessment every day before you come to work onsite at LANL.
 If you answer **YES, or are unsure how to respond** to the questions below, you must contact the LANL COVID-19 Hotline at 505-606-2667 for guidance. **DO NOT** come on-site until you have received approval to come on-site from the COVID-19 Hotline.
Managers must not allow an employee to work on-site until the employee verifies that they have completed the self-assessment for that day.

Travel Related

- | | |
|----|--|
| 1. | Have you traveled out of state for personal or official business in the last 10 days and been directed by your RLM to report isolation dates or a test result? |
|----|--|

Exposure to Others

- | | |
|----|--|
| 1. | In the past 14 days have you spent 3 minutes or longer closer than 6 feet from anyone that has recently had COVID-19, has experienced any of the symptoms noted below, or has a COVID-19 test pending that was collected outside of an employer-based periodic testing program? (Note: If you are fully vaccinated—meaning that it has been 14 days or more since the last required dose in your vaccine series—you should symptom monitor for 14 days from your last exposure with the individual and contact the LANL COVID hotline <i>only if you develop any COVID-like symptoms during this period.</i>) |
|----|--|

COVID-Like Symptoms/COVID Testing

- | | |
|----|--|
| 1. | Do you have a COVID-19 test result pending that was collected outside of the Laboratory's periodic testing program or have you had a positive test for COVID-19 in the past 14 days? |
| 2. | Have you experienced a fever of 100.0 or higher in the past 24 hours? |
| 3. | Have you experienced any of the following NEW symptoms in the past 48 hours? |
| | a. Fever or chills |
| | b. New loss of taste or smell |
| | c. Cough |
| | d. Shortness of breath |
| | e. Fatigue |
| | f. Muscle or body aches |
| | g. Headache |
| | h. Sore throat |
| | i. Congestion or runny nose |
| | j. Nausea, vomiting or diarrhea |

High Risk Conditions

If you have any of the high risk medical conditions listed by the CDC, and/or are over the age of 65 and *have not previously contacted the LANL COVID Hotline to discuss medical recommendations*, you must do so before you come to work onsite. Please see the [list of CDC-recognized conditions](#) that will increase your risk of severe illness from COVID-19.

Cancer (under active evaluation or treatment)

Chronic kidney disease

Chronic obstructive pulmonary disease (COPD)

Heart conditions such as heart failure, coronary artery disease, pulmonary hypertension

Weakened immune system from solid organ, blood or bone marrow transplantation; HIV; use of corticosteroids; or use of immune weakening medicines

Sickle Cell Disease

Uncontrolled diabetes

BMI ≥ 30

Pregnancy

Smoking